

## **MADERA COUNTY**

### **CORRECTIONAL RECORDS SUPERVISOR**

#### **DEFINITION**

Under general direction, to supervise, assign, coordinate, and participate in the work of staff responsible for providing criminal records preparation, processing, updating, and maintenance operations, functions, and activities; to perform a variety of difficult and complex work in the handling of records; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises, assigns, schedules, coordinates, reviews, and participates in the work of staff responsible for providing criminal records preparation, processing, updating, and maintenance operations, functions, and activities; provides supervision to assigned staff; develops and delivers training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports required by Department functions; manages and organizes the criminal record and filing system within the Department according to Federal, State, and local laws, codes, and regulations; ensures that the maintenance of criminal records security and that the release or dissemination of information is in accordance with Federal and State law and Department policy and procedure; prepares reports and necessary correspondence; participates in the development and implementation of operational policy and procedure for criminal history record keeping and the Records Unit; provides training and information to Department staff related to correct Departmental policy and procedure and legal procedure involving criminal records including bookings, court minute orders, holds, warrants, extradition, orders of production, and the intake/release of inmates; provide training and conduct testing in the liability, use, laws, and principles governing the California Law Enforcement Telecommunications System as mandated by the Department of Justice; provides assistance with the most difficult and complex criminal records handling issues; recommends and implements resolutions to problems related to criminal records handling; coordinates services and activities with other County departments, divisions, or functions; coordinates services and activities with the courts and outside law enforcement, criminal justice, and corrections agencies regarding inmate records and information and the provision of information and service; responds to records requests and questions; respond to all subpoenas of criminal records as the Custodian of Record, ensuring timely and appropriate response to subpoenas; appears in court to testify regarding the subpoenaed documents as required; attends professional group meetings and seminars regarding records maintenance; stays abreast of current changes in laws regarding records functions; operates office equipment including computer terminals and teletype system; inputs data and retrieves information from the appropriate database system; serves as Custodian of Record.

## **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of preparing, processing, updating, and maintaining criminal records and information.  
Pertinent Federal, State, and local laws, codes, and regulations including those related to proper corrections and criminal records maintenance and information release.  
Operations, functions, services, and activities of Corrections Department and records functions.  
Principles of budget development, preparation, and expenditure control.  
Principles of supervision, training, and performance evaluation.  
Modern office practices, methods, and computer equipment.  
English usage, spelling, grammar, and punctuation.  
Mathematical principles.  
Criminal court procedures.

### **Skill to:**

Operate modern office equipment including C.L.E.T.S. computer equipment.  
Type at a rate of 45 words per minute from clear, legible copy.  
Enter data at a speed necessary for successful job performance.

### **Ability to:**

Supervise, assign, coordinate, and review the work of assigned staff.  
Supervise, train, and evaluate assigned staff.  
Interpret, apply, and explain the policies, procedures, laws, codes, ordinances, rules, and regulations pertaining to assigned programs and functions.  
Analyze and evaluate information and data.  
Prepare recommendations for resolving corrections and criminal information and record keeping and handling problems.  
Maintain confidential records and prepare reports and correspondence.  
Perform a variety of complex supervisory functions involving the use of independent judgment and personal initiative.  
Assume responsibility for and exercise judgement in a variety of situations, while recognizing scope of authority.  
Deal tactfully and courteously with the public and other County staff when providing information about Corrections Department records functions and policies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of increasingly responsible corrections or other law enforcement records maintenance experience including some supervisory experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in criminal justice, business, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, a Certificate for Liability Training (C.L.E.T.S.) issued by the Department of Justice.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in an office environment within the correctional facility.

**Effective Date: May, 1995**